

## Online Application Procedure

### Name of the Posts:

1. Junior Draftsman
2. Data Entry Operator
3. Junior Office Assistant (IT)

### Eligibility Criteria :

#### 1. Junior Draftsman

##### Education Qualification:

“Matric with 2 years Diploma in Draughtsman Trade from ITI/Institution recognized by State/Central Government.”

**Skill requirement:-** The person should be skilled enough in performance of Draughtsman work in the Urban Local Bodies especially in preparation of estimates and drawings all types works, measurements of work, tender processes and evaluation of Civil works and Bill preparation etc. He will also responsible to maintain the registers of A/A &E/S, Technical Sanction and submitted estimates for all type of works.

The sphere of duties/work to be performed by these outsourced employees will be same as are performed by the regular incumbents working in the Urban Local Bodies.

The Junior Draughtsman can be deployed in any ULBs of State of HP

#### 2. Data Entry Operator

##### Education Qualification:

“10+2 and must process one year Diploma in Computer Application from a recognized University/Institute.”

- The sphere of duties/work to be performed by these outsourced employees will be same as are performed by the regular incumbents working in the Urban Local Bodies:
- The Data Entry Operator can be deployed in any ULBs of State of HP

#### 3. Junior Office Assistant (IT)

##### Education Qualification:

“10+2 and must process one year Diploma in Computer Application/Computer science/Information Technology from a recognized University/Institute.”

- The sphere of duties/work to be performed by these outsourced employees will be same as are performed by the regular incumbents working in the Urban Local Bodies:
- The Data Entry Operator can be deployed in any ULBs of State of HP

### Location :

Anywhere in Himachal Pradesh

### Application Fees /Payment Procedure :

**Note: Before filling the application form candidate must have paid Rs. 500/- as application fees**

- 1) Candidate must have a valid Email ID.

- 2) Candidate must deposit fee (Rs.500/-) through online mode only through UPI Money Transfer (Bhim app, GooglePay, PhonePay, Paytm etc) or Net Banking (INB, NEFT etc) before proceeding the application form.
- 3) The transaction Receipt/Details must be retained by the candidate for future reference.
- 4) The valid transaction receipt having UPI Transaction ID/UTR number/Net banking Reference ID (clearly visible) must be uploaded in document upload section.
- 5) **Cash Deposit in account will not be accepted.**
- 6) Fee once paid will not be refunded.

#### **Bank Account Details for Making the Payment:**

**Name: National Institute of Electronics & Information Technology(NIELIT)**

**Bank Name: Punjab National Bank**

**Account No: 3383002100018021**

**IFSC Code: PUNB0338300**

#### **How to Apply :**

1. Only online application form will be received.
2. Go to NIELIT Shimla Website (<http://www.nielit.gov.in/shimla>)
3. Click on Recruitments Tab
4. Under the recruitment tab go through the Links **Advertisement, Application form filling steps** before filling the form.
5. Pay application fees of Rs. 500/- through online mode only. Bank details are provided above.
6. Click Apply Online Link and follow the steps.
7. Upload concerned documents
  - a. Upload Payment Receipt(jpeg/jpg) size below 1 Mb
  - b. Upload Qualification & Work Experience Certificate in Single PDF size below 10 Mb
  - c. Upload Recent Passport size photo(jpeg/jpg) size below 1 Mb
8. Submit the form

#### **Result/ virtual interview :**

Short listed candidates will be called for interview.